

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
 100 USDA, Suite 102
 Stillwater, OK 74074-2653

For: County Offices

November Reports and Reminders

Approved by: State Executive Director



1 Report Policy

A Provide Report

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action

A Submit Reports

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal	Distribution
January 1, 2005	County Offices

Administrative Reports

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
	None

**Compliance/
Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
November 5	2004 Crop Compliance Data Report – Part 6-2-CP (Rev. 15)
November 10	FSA-569 Activity Report, 6-CP (Rev. 2), Par. 605 and Exhibit 1. This report should cover activity from October 1 through October 31. Negative reports are NOT REQUIRED .
November 10	Fsa-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev. 2), Par. 801 and Exhibit 1. This report should cover activity from October 1 through October 31. Negative reports are NOT REQUIRED .

Conservation Reports

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
November 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
November 1	CRP Managed Haying and Grazing Report (OK Notice CRP-569, Subparagraph 5 L
November 1	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).
November 2	Deadline to report to the STO Conservation Section if your county has not begun notification to CRP producers of their Signup 29 offer status.

Farm Loan Programs Reports The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
November 25	Borrower Training Report OK Notice FLP-406
November 30	Report 1980-26, Report of Collection Activities on Liquidated Accounts 2-FLP, Part 14, Par 362A

Outreach Reports The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are NOT REQUIRED .

Price Support Reports The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
November 8	Commodity Loan/ LDP Spot Check Report for October. Negative Reports are REQUIRED.
November 8	CCC-42, UCC Filing and Search Tracking Report, OK Notice PS-395/OK notice FLP-484. Send this report ATTN: Merrily Gaston, FLP. Negative Reports are REQUIRED.

Production Adjustment Reports The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
November 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322).

Administrative Reminders The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of November:

Reminder
Annual Leave in excess of 240 hours will be forfeited on the first day of the new leave year. Use excess leave by the end of PP 26. 17-PM (Rev. 2) Par. 60A

Compliance/ Peanut Reminders The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of November:

Reminder
None

**Conservation
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of November:

Reminder
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev. 1). Counties, which hold their COC meeting during the first 14 days of the month, shall set average grazing losses for the prior month. Counties, which have their COC meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions. (2-CRP, Part 6)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.
November 20, 2004, is the final date for participants to report managed grazed acreage.
By November 8, 2004, the CRP GSOP software will be reopened for processing of errors, omissions, and appeals. At that time, the GSOP will calculate and display EBI subfactor N6a, and the total EBI shall be used to determine if corrected or newly entered offers are acceptable.
Counties are to immediately notify CRP producers of their Signup 29 offer status.

**Farm Loan
Programs
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of November:

Reminder
DDs shall obtain and review monthly Guaranteed reports.
Farm Loan Technicians shall submit Exhibit A, "Monitoring Use of 51-S Flags" (OK Notice FLP-365) to the respective Legal Servicing unit no later than the last workday of each month.

**Price Support
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of November :

Reminder
None

**Production
Adjustment
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of November:

Reminder	
DCP Overpayment Register must be run every 60 days for both Direct and Counter Cyclical Payments for all available crop years. 2-DAP paragraph 221.	
Run farm maintenance queries according to 3-CM (Rev. 3), paragraph 367, as often as necessary but especially after heavy farm and tract maintenance activity.	
CCC-502 B's or CCC-502 U's for Joint Operations with 6 or more members must be submitted to the State Office for a determination 1-PL (Rev. 1), paragraph 425.	
Date	Activity
Nov. 1	Acreage reporting date for: Small grains – fall/winter or full season grazing (actual date is 15 days prior to onset of grazing)
Nov. 15 or 30	Final planting date for small grains – spring grazing or hay
Nov. 20	Application closing date for: Apples, Asparagus, Blackberries, Nectarines, Peaches, Pears, Pecans, Plums
Nov. 30	Application closing date for: Clover – forage, Grapes, Grass (all varieties) – forage, Honey Final planting date for over-winter (planting period 01) spinach